

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



DATE:	6 th June 2019	CHAIRPERSON:	Mr Domenic Ong
TIME:	6:00pm	EXECUTIVE OFFICER:	
ATTENDEES:	<i>Jenny Hirsch, Domenic Ong, Shannan Stefanovski, Carl Bishop, Meghan Morton, Ellen Channon, Louise Brewster, Tanya Candy, Nikki George, Nicholas Chauhan</i>		
APOLOGIES	<i>Isiah Awidi</i>		

	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair		
	Welcome to new members:		Shannan Stefanovski – Parent Representative Carl Bishop – Parent Representative Meghan Morton - Staff Representative Ellen Channon - Staff Representative Rachel Wenham – Executive Officer	<i>Establish Quorum. Meeting opened at 6.07pm: welcome to all by DO. Agreement to address items to be actioned first.</i>
2.0	Disclosure of Interests			
3.1	Acceptance & Endorsement of Previous Minutes	Chair		
			<ul style="list-style-type: none"> Minutes from 28th March 2019 presented for discussion and endorsement 	Minutes accepted from 28 th March 2019. MOVED: Nik Chauhan SECONDED: Domenic Ong
3.2	Business Arising from Previous Meeting	Chair		
4.0	Principal's Report	Principal		

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	<ul style="list-style-type: none"> • Tabled by Ms Jenny Hirsch for information 		<ul style="list-style-type: none"> • School Development Days – staff professional learning • New School Psych appointed • School Chaplain in place, 1 day per week. • CMS: workshop completed, reflection & engagement. • Staffing Update • NAPLAN • Home School Communication • <i>Let's Take a Stand Together</i>: Minister's Statement for School Violence. Strategy to be developed. • 60th Anniversary • Artist in Residence Project: Jenny Dawson • School Tours – conducted each term 	<ul style="list-style-type: none"> • Student Services team: TVM, NM invited to attend next meeting. NM Learning Support coordinator: focus on Ed plans. TVM Student Services focus: behaviour management plans. Classroom support for teachers. <p>Question (DO): tracking of Chaplain and Psych effectiveness. JH confirmed system in place.</p> <p>Question (SS): Protective Behaviours implementation for all of school? JH confirmed mandated program.</p>
5.0	Financial Position & Reports			
	<ul style="list-style-type: none"> • Manager Corporate Services Report 	MCS	<p>Financial reports submitted by M Vandenhelm:</p> <ul style="list-style-type: none"> • MCS report • Minutes of Yokine Finance Committee tabled • Operational One Line Budget Statement • Operational Cash Plan • 2019 Cash Budget <p>General discussion:</p> <ul style="list-style-type: none"> • JH confirmed financial minutes adopted by Financial Committee. • Students posted 14.5.19 – average 16% increased contributions rate since end April. • Customers (leases) emailed and posted 4.5.19 – 84% received 	<p>MOVED: Domenic Ong SECONDED: Louise Brewster</p> <p>Discussion: Minimum Expenditure Requirement: on track, healthy reserves.</p> <p>MCS Report noted by Board.</p>

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			<ul style="list-style-type: none"> Debt Collection: 2018 Camp \$53 – Letter of request posted (unlikely to recoup – write off) Overseas Full Fees \$9120 – Letter & Email. Family ret'd overseas pending further advice 2019 Non –Community Leases: New Lease – Redhage Basketball 30 mins after school on Thursday \$20 + GST per hour to continue for 2019 (not yet invoiced). 	
6.0	School Board Operational Aspects	Chair		
	<ul style="list-style-type: none"> Annual School Report 2018 Board Induction & Training Advertised “Open” Board meeting School Board Effectiveness School Board Agenda 		<ul style="list-style-type: none"> Draft report tabled by Jenny – feedback welcome. Opportunity for any follow up or queries in relation to Board training workshop at Mt Lawley PS. Board training completed, endorsed as ongoing requirement. Suggest that Thursday, 29th August be advertised as the open Board meeting. Annual Parent/Community survey is due to be conducted this year, consideration given to seeking feedback in relation to awareness of the Board and the work undertaken in to determine priorities. School Board Agenda Guidelines – review and revise 	<ul style="list-style-type: none"> JH to distribute electronically board for review 7/6/19 Survey board to attend informal school network “meet & greet”. Thursday 29th August confirmed as open Board meeting, to be advertised to school community. Biannual parent/community survey: opportunity to ask specific questions about the Board and role/work. Due early term 3. Incentivise participation. Board members to review School Board Guidelines: suggest edits
7.0	Strategic Directions	Chair		
	<ul style="list-style-type: none"> 2018 -2020 Business Plan 		<ul style="list-style-type: none"> Overview and summary of action to date. Discussion in relation to “tracking” progress of the plan and assisting with self-assessment practices and school review cycle. 	<ul style="list-style-type: none"> Board members to review School Self-Assessment Strategy each meeting.

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	<ul style="list-style-type: none"> Policy Review & Updates 		<ul style="list-style-type: none"> Question (DO): School Self-Assessment Strategy, how do you map results against targets in Business Plan. Tool to measure target achievements. Template to be tabled for consideration & feedback. Behaviour Management in Schools – <i>Inclusion of Good Standing</i>. Minor adjustment made in relation to our current BMiS policy. 	<ul style="list-style-type: none"> Good Standing Policy: provides consistent language for staff. Board members to review Good Standing Policy. Minor edits required. JH to distribute. Board to feedback by Friday 14/6/19.
8.0	General Business			
	Items not listed, raised for discussion (with permission of Chair)		<ul style="list-style-type: none"> Waste Management – potential opportunities. Domenic to provide brief overview to the Board. DO announced relocation end of 2019. Transition to Chair plan required. Vice Chair succession plan to be discussed. 	<ul style="list-style-type: none"> Waste Management: Not discussed due to time constraints. JH to send formal notification to NC to continue Board member.
9.0	Next Meeting: Meeting Closed :		Thursday 29th August @ 6:00pm	Meeting closed at 7:35pm.

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